

OUTREACH SERVICES MANAGER

The Marion County Public Library System is accepting applications for a full-time OUTREACH SERVICES MANAGER. Applicants must be self-motivated, detail-oriented, and love to communicate. Core duties would include creating, supporting, and managing the MCPLS outreach activities for the bookmobile and the outreach & homebound services for all of Marion County, WV.

SKILLS NECESSARY:

- Experience in calendar & scheduling management
- Comfortable in leadership role; experience with supervising staff
- Excellent communication skills, and comfortable public speaking
- Exhibits good critical-thinking and problem-solving skills.
- Ability to handle multiple ongoing projects at same time
- Ability to drive large vehicles (NO CDL required)
- Must have valid driver's license in good standing.
- Can physically be on feet for most of the work day; bend, lift, carry up to 30lb.

EDUCATION REQUIREMENT:

- MLIS degree and 2 years in Public Libraries OR
- BA degree with 3 years of public library experience or related PR or communications field OR
- Any equivalent combinations of experience and training which provides necessary skill set to perform job duties.

To apply, please submit a cover letter along with your resume and references to Kerry Trahan at ktarahan@mcpls.org, or to any one of our physical branches in Fairmont, Fairview, or Mannington. To apply by mail, send information to: MCPLS, 321 Monroe Street, Fairmont, WV 26554.